



## **Career Opportunity**

### **PASS 139 – PURCHASING ANALYST**

Internal and External

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#### **The Hamilton-Wentworth Catholic District School Board**

##### ***Believing, Achieving, Serving***

Since 1855, schools within the Hamilton-Wentworth Catholic District School Board have given witness to the truth that Jesus Christ is the foundation and the heart of Catholic Education and the centre of its community. The Hamilton-Wentworth Catholic District School Board provides academic and co-curricular excellence within a Christ centred learning environment to 28,000 JK – Grade 12 students at 56 schools throughout the city of Hamilton. Central to our vibrant and student focused system, is our vision of the child as uniquely created in the image of God. This commitment is expressed and realized in our Mission which is:

*“In union with our Bishop, is to enable all learners to realize the fullness of humanity of which our Lord Jesus Christ is the model.”*

The Hamilton-Wentworth Catholic District School Board is committed to creating an appropriate and challenging learning environment:

- in which members of the school community exemplify the teachings of Jesus Christ;
- which reflects Gospel values and responsible use of human, financial and natural resources; and, which promotes academic and co-curricular excellence.

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#### **Date of Appointment:**

As soon as possible

#### **Reporting to:**

Manager of Procurement

Reporting to the Manager of Procurement, the incumbent will provide guidance and expert knowledge in all areas of purchasing service functions including procurement, supply management, risk management and contract administration while adhering to Broader Public Sector Supply Chain Guidelines and Board policies. The successful candidate will monitor cost effectiveness and performance through the standardization of procurement processes, operating standards, sourcing and supplier qualification. This position will strive for excellence in service as well as support a team of professionals to achieve and maintain collaborative relationships with internal and external stakeholders.

**Description:**

- Manage a contract management program in conjunction with the user departments. Responsible for maintaining database of all current contracts and their expiry dates.
- Prepare tender documents for various methods of tendering and facilitate procurement process from start to finish.
- Support the future implementation and user training of Board's new ERP system.
- Assist with developing and implementing a vendor management program.
- Implementation and ongoing management of a Purchasing Card program including: support of card application process, card issuance and replacement, and credit limit and billing issues.
- Support the development of enterprise risk management.
- Oversee the cartage, movement and relocation of all instructional and non-instructional contents of buildings including the disposal of surplus equipment and inventory.
- Collaborate with other departments to support capital project planning and procurement.
- Analytics – create and analyze reports on spending and market trends to make recommendations on future improvements to various programs for goods and services.
- Create efficiencies through identifying and implementing process improvements.
- Continue to develop on-line ordering catalogue/stock within the Board's financial accounting system.
- Maintain online ordering and related purchasing templates and annual consumable bulk order program.
- Act as a liaison between suppliers and user departments regarding vendor inquiries.
- Support expediting function for purchasing department as required.
- Review preliminary purchasing reports for accuracy as it relates to account coding and tax code properties, and independently making changes if necessary before orders for commodities are placed with vendors.
- Assist with ongoing administrative functions during peak times as directed by the Manager of Procurement.
- Act as a representative for Purchasing Services in the absence of the Manager.

**Qualifications:**

- A degree/post-secondary education in Business Administration and/or related field or 3 years of previous experience in a complex purchasing and/or accounting environment.
- Completion of the Principles of Effective Public Purchasing Certificate Program via Ontario Public Buyers Association (OPBA).

- University of Guelph, School Board Administration Program, Supply Chain Management Certificate a desired asset.
- Minimum of five years' experience in a purchasing/procurement role.
- Experience in public sector setting a desired asset.
- Comprehensive expertise related to Request for Information (RFI), Request for Quotation (RFQ), Request for Proposal (RFP), Request for Tenders (RFT), purchasing methods and competitive negotiations.
- Proficiency with Microsoft Office (Word, Excel, Outlook, Power Point, Access) and advanced level computer skills in preparing excel spreadsheets and computerized financial/purchasing systems.
- Demonstrated belief in customer service excellence
- Excellent communication skills
- Experience with meeting deadlines, streamlining work processes, working cooperatively
- Ability to self-motivate and to work both independently and with teams
- Valid class G Ontario Driver's license

**Location:**

Father Kennedy Catholic Education Centre – 90 Mulberry St., Hamilton

**Salary:**

Professional Administrative Support Staff (PASS)

Grade F (\$51,610 - \$64,512)

**Last date for consideration:**

**Friday, February 9th, 2018 at 4:00 p.m.**

The Hamilton-Wentworth Catholic District School Board is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted regarding an employment opportunity, please advise Human Resources (or the hiring manager) if you require an accommodation.

Applicants shall submit a resume/CV that outlines skills, abilities, qualifications, course documentation, letter of application, and letters of recommendation from immediate supervisor and/or past supervisor. Submit your resume/CV and other required documentation to [careers@hwcdsb.ca](mailto:careers@hwcdsb.ca). Please include the full posting title within the subject line and attach your submission.